

## Jefferson County Position Description

<b>Name:</b>		<b>Department:</b>	Fair
<b>Position Title:</b>	Marketing/Administrative Assistant II	<b>Pay Grade:</b>	3
		<b>FLSA:</b>	Non-Exempt
<b>Date:</b>	January 2014	<b>Reports To:</b>	Fair Park Director

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### Purpose of Position

The purpose of this position is to provide administrative, clerical, marketing and sales support to the Fair Park Director.

### Essential Duties and Responsibilities

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Performs general administrative, clerical and customer service duties such as answering phones, greeting the public, answering general questions, processing mail, ordering supplies, preparing billing statements/invoices for Accounts Payable and Accounts Receivable, collecting fees and completing forms and documents as directed.
- Prepares a variety of documents, including drafting agendas and minutes and monthly Fair Page for 4-H Newsletter.
- Assists in preparing rental contracts for year round events and County Fair annual and year end reports for review to be submitted to the State and County Board.
- Assists in the success of the County Fair by:
  - \* Preparing premium books, entry forms and Awards Booklet
  - \* Tabulating all entries, judging results and premium payments and entering into computer. Printing tags and preparing reports.
  - \* Coordinating Fairest of the Fair Program.
  - \* Recommending selection of fair exhibit/event judges and superintendents
- Responsible for Reserved concert seat sales and online ticket program management.
- Maintains and updates Social Media venues which may include Facebook, Twitter, County website as well as other marketing materials, including layout and design.
- Engages prospective community and business members to promote the County Fair and other fair events.
- Solicits new sponsorships for events at the Fair Park to secure financial and in-kind gifts and sponsorships by creating and presenting proposals and sales of corporate picnics at the Fair
- Coordinates sales of vendor and display space by soliciting businesses, presenting proposals and designing layout of vendor space, executing contracts, and collecting and processing payments.

- Adheres to and promotes safety as a priority in the workplace.
- Complies with County HIPAA Policies and Procedures, if applicable.
- Demonstrates dependable attendance.
- Performs other duties as assigned or may develop.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

High school diploma or equivalent with 1 – 2 years previous office and/or customer service experience, focusing on fund-raising, sales or marketing or any combination of education and experience that provides equivalent knowledge, skills and abilities. Proficiency in Microsoft Office and public relations skills also required. Knowledge of Fair and Agriculture highly preferred.

### **Other Requirements**

**Physical:** Particularly during the three Fair weeks, ability to lift and carry up to 40 pounds repetitively, as well as ability to walk/stand 6 – 8 hours at a time.

**Work Environment:** Works regularly around a variety of animals and dusty conditions.

**Hours of Work:** Typically works Monday through Friday. Occasional weekends or evenings may be required. During the three weeks of Fair, frequent additional hours and shifts required.

**Fair Week:** Section 13(a)(3) of the Fair Labor Standards Act provides an exemption from FLSA overtime provisions for certain situations for an establishment which is an amusement or recreational establishment. During the week prior to, the week of, and the week following, any employee devoting 100% of work time to the operation of the County Fair is exempt from overtime, and all hours worked are paid at the regular rate of pay. Weekends and evenings will be required during this time.

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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Employee's Signature

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Supervisor's Signature

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Date

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Date